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NASA Policy Directive

NPD 8710.1D

Effective Date: November 08, 2006

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COMPLIANCE IS MANDATORY[Printable Format \(PDF\)](#)

Request Notification of Change

 (NASA Only)**Subject: Emergency Preparedness Program****Responsible Office: Office of Security & Program Protection****1. POLICY**

It is NASA policy to provide baseline capabilities that meet requirements consistent with all applicable laws, national-level directives, and Agency requirements for responding to and effectively managing emergencies. Such baseline capabilities are to be continually maintained to mitigate crises with a capabilities-based approach, using one comprehensive plan coupled with incident-specific responses in the form of annexes for the range of adverse events. This prevents a fixation on any one threat or hazard. This concept is known as the "all-hazards" concept.

Target levels of baseline capabilities will balance the potential threat and magnitude of terrorist attacks, major disasters, and other emergencies with the resources required to prevent, respond to, and recover from them. This all-hazards decision framework will prioritize and optimize investments based on needs to maintain readiness, response, and recovery capabilities. This will be accomplished by performing the following actions:

- a. Developing, implementing, maintaining, and updating comprehensive and integrated emergency preparedness plans, including specific information for employees with disabilities at all NASA Centers and Component Facilities, using a multiyear strategy and program management process and a designated operating structure compliant with the National Incident Management System.
- b. Developing, implementing, maintaining, and updating a full spectrum of redundant and interoperable communications capabilities for use during an emergency to include both secure and nonsecure voice and data connectivity, Internet access, and electronic mailing. This capability shall include use of mandated systems and software as required at the Federal level.
- c. Developing, implementing, and maintaining a test, training, and exercise program that demonstrates, assesses, and improves the ability to execute emergency plans at all NASA Centers and Component Facilities, using a three-year planning calendar. This program shall include an education and awareness component designed to meet national mandates and solicit the support and involvement of all personnel.
- d. Establishing and maintaining relationships with Federal, state, and local agencies that support interagency operations under national and regional emergency management plans and operations.
- e. Establishing and maintaining internal safety and health relationships in support of emergency readiness, response, and recovery across the Agency.

2. APPLICABILITY

- a. This NPD applies to NASA Headquarters (HQ) and NASA Centers, including Component Facilities, Jet Propulsion Laboratory, and contractors to the extent specified in its contract.

3. AUTHORITY

- a. 42 U.S.C. § 2473(c)(1), Section 203(c)(1) of the National Aeronautics and Space Act of 1958, as amended.

- b. Executive Order (EO) 12148, "Federal Emergency Management," dated July 20, 1979.
- c. EO 12656, "Assignment of Emergency Preparedness Responsibilities," dated November 18, 1988.
- d. EO 12856, "Federal Compliance with Right-to-Know Laws and Pollution Prevention Requirements," dated August 3, 1993.
- e. 29 CFR Part 1910.38, Emergency Action Plans.
- f. 29 CFR Part 1910.119, Process Safety Management of Highly Hazardous Chemicals.
- g. 29 CFR Part 1910.120, Hazardous Waste Operations and Emergency Response.
- h. 41 CFR Subpart 102-74.230 et seq., Occupant Emergency Program.

4. REFERENCES

- a. NPD 8710.2D, NASA Safety and Health Program Policy.
- b. NPR 1040.1, NASA Continuity of Operations (COOP) Planning Procedural Requirements w/Change 1.
- c. NPR 1040.4, NASA Continuity of Operations.
- d. NPR 8715.2, NASA Emergency Preparedness Plan Procedural Requirements w/Change 4.
- e. Letter of Agreement between NASA and the Department of Homeland Security as signatory to the National Response Plan, published December 2004 pursuant to Homeland Security Presidential Directive - 5 (Management of Domestic Incidents), released February 28, 2003.
- f. Department of Homeland Security's National Incident Management System (NIMS), published March 1, 2004.
- g. Supplement to the National Response Plan, Catastrophic Incidents, released September 2005.
- h. Homeland Security Presidential Directive 8, National Preparedness including supplemental documents (National Planning Scenarios, Universal Task List, Target Capabilities List and National Exercise Program), released December 17, 2003.

5. RESPONSIBILITY

- a. NASA shall ensure the following:

(1) That baseline capabilities be maintained to prevent and manage emergencies occurring at NASA facilities or arising from NASA activities and, to the extent permitted by law, to respond to other emergencies that may be local, national, or international in scope as requested through authorized channels.

(2) The NASA Emergency Preparedness Program includes hazard-specific risk assessments, target baseline capabilities, program objectives, and emergency operating plans for all organizational elements of the Agency. Organizational elements will provide funding for these purposes.

- b. The Assistant Administrator (AA), Office of Security and Program Protection (OSPP), is designated as the senior policy official responsible for the NASA Emergency Preparedness Program. The AA of OSPP shall ensure the following:

(1) The NASA Emergency Preparedness Program is effectively implemented, including designation of a NASA Chief Emergency Preparedness Program Manager (EPPM).

(2) Emergency preparedness plans (including interagency and individual Center plans involving NASA activity) are coordinated with appropriate NASA organizational elements.

- c. The NASA Chief EPPM shall:

(1) Provide emergency preparedness program administration, management, advocacy, and expertise in planning and operations.

(2) Function as the point-of-contact to liaise with the Department of Homeland Security, Federal Emergency Management Agency, other Federal organizations, and Multi-Agency Coordinating Groups in support of the National Response Plan and other emergency preparedness plans involving NASA activity, ensuring such plans are coordinated with appropriate NASA organizational elements and providing the appropriate Federal organization with NASA's position concerning such plans and operations.

(3) Provide technical advice and assistance, including training for Agency and Center senior staff, emergency

management teams, and Center Emergency Preparedness Program Managers.

(4) Conduct continual review of emergency preparedness readiness throughout NASA to assess proficiency and effective use of resources.

(5) Develop, plan, prepare, coordinate, and maintain a National Security Emergency Preparedness Program designed for the continuity of mission- essential operations.

d. The Associate Administrator for Institutions and Management and Center Directors shall support the NASA Emergency Preparedness Program and allocate necessary funding for implementation of Center- and Component Facility-specific emergency readiness, response, and recovery programs.

e. Other Officials-in-Charge of Headquarters Offices shall ensure their organization's support of the NASA Emergency Preparedness Program by providing functional expertise during planning activities and emergency operations.

f. NASA Center Directors shall ensure that the NASA Emergency Preparedness Program is effectively implemented at their respective Centers and Component Facilities and shall:

(1) Designate a Center EPPM supported by trained and prepared emergency management teams.

(2) Annually review and approve Center-specific emergency preparedness plans that are developed, implemented, and maintained to respond to, mitigate, and recover from all-hazard emergencies.

(3) Provide assistance in accordance with Center Director-approved mutual aid agreements entered into and outlining coordination of emergency management resources for mutual response to emergencies occurring within their jurisdictions.

(4) Designate representatives to state, regional, and local emergency management committees and work groups to ensure thorough preparedness during potential interagency emergency operations. The NASA Chief EPPM or HQ Emergency Operations Center, when operational, shall be notified of NASA personnel or resources deployed to regional, state, or local emergency operations during actual emergencies.

6. DELEGATION OF AUTHORITY

None.

7. MEASUREMENTS

a. Metrics will be focused on the NASA Strategic Plan, President's Management Agenda, Department of Homeland Security, and Office of Management and Budget mandates to document performance and progress.

b. Supplemental metrics and reporting requirements will be developed and implemented depending upon internal/external mandates.

8. CANCELLATION

NPD 8710.1B, dated January 19, 2002.

/s/ Michael Griffin
Administrator

ATTACHMENT A: (TEXT)

None.

(URL for Graphic)

None.

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